

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	3.1.04
PROCEDURES MANUAL		ISSUE DATE	April 17, 2006
SUBJECT	Radio Contact	Section	Reclamation Services
		Last Revised	3-12-97

OBJECTIVE AND INTENT :

To monitor work schedules of Field Inspectors and Supervisors, and to ensure the log of telephone call referrals (communicated to field staff by radio) is maintained.

PROCEDURES :

For each work day, the Supervisor shall contact the DMLR office by two-way radio or telephone:

- by 8:15 a.m. giving his or her in-service location for the day (using the 10 - 8 radio code).
- at the end of the work day giving his or her out-of-service location for the day (using the 10 - 7 radio code).

The Reclamation Services Office Services Specialist located at the Big Stone Gap base station shall maintain the log of the Supervisors' in-service and out-of-service radio calls.

The Supervisor shall monitor the work schedule and location of each Inspector supervised.

The Inspector shall inform the Supervisor and the DMLR office whenever planning to visit any site where trouble could occur.

The Reclamation Office Services Specialists at the Big Stone Gap and Keen Mountain offices shall maintain a log of telephone calls received for DMLR field personnel (when the employee is not in the office). The daily telephone log shall include:

- the time the call was received,
- the DMLR field employee requested,
- the person calling,
- a brief summary of the message and, if applicable, the telephone number at which the caller may be contacted, and
- the time and date (if not the same day that the call was received) the message was radioed to the DMLR field employee.